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# Candidate Brief

Executive Director  
2024



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## Foreword

Dear Candidate,

Thank you for your interest in the role of Executive Director for Jersey Overseas Aid (JOA).

As JOA Chair and Minister for International Development, I know that the Executive Director plays the central role in ensuring that JOA remains a dynamic and globally respected organisation, dedicated to impactful and sustainable humanitarian and development work. We seek a highly motivated, strategic leader who will work closely with the Commissioners to drive our mission forward, overseeing a substantial portfolio of projects that support communities worldwide and continue to build our growing international reputation.

We are looking forward to meeting candidates who share our commitment to global development and who are eager to bring their expertise to this important role.

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**Deputy Carolyn Labey**  
*Chair and States Commissioner*

# About Jersey Overseas Aid

Jersey Overseas Aid is internationally renowned for the highly effective assistance it provides to hundreds of thousands of the world's poorest and most vulnerable people. Where there is poverty, displacement, or hunger, Jersey stands up to help. JOA is the Island's international aid agency, dedicated to tackling global poverty and injustice by supporting sustainable development and humanitarian relief, and empowering vulnerable communities. Jersey's growing reputation has recently been recognised, as it has taken on the role of co-chair with Italy of a significant UN development fund.

The organisation operates under the oversight and guidance of a board of six Commissioners (three States Commissioners and three Non-States Commissioners), which ensures that Jersey's public funds are used in the most appropriate way in order to make a meaningful global impact that reflects the generosity and global citizenship of Jersey residents. For more information about our initiatives and impact, please visit [joa.je](http://joa.je).

Jersey Overseas Aid is managed by a small team of professionals and governed by the Commission, which is appointed by the States of Jersey (the Island's elected parliament). JOA's Chair also serves as Jersey's Minister for International Development.



## The Role

JOA is seeking an experienced and transformative leader to serve as Executive Director, reporting to both the Minister for International Development and the Jersey Overseas Aid Commission. This role is responsible for overseeing the daily operations of Jersey's largest grant-making body, with the aim of enhancing its reputation as a globally influential donor.

As Executive Director, you will manage JOA's strategic, financial, and operational processes and resources to support impactful international development and humanitarian programmes, steering a portfolio of active programmes of over £50 million. This is a unique opportunity to contribute to Jersey's commitment to addressing global challenges and fostering sustainable development.



# Key Responsibilities

## Strategic Oversight

Provide strategic and functional leadership, driving transformational change within JOA to achieve maximum impact and value for money in all funded projects.

Advise the Minister and JOA Commission on strategies to refine funding criteria, governance, and operational procedures, promoting effective, evidence-based practices in international development.

## Humanitarian Response

Lead JOA's response to humanitarian emergencies, ensuring the timely and effective deployment of resources to address urgent needs and mitigate the impact of crises.

Develop and implement response strategies that allow JOA to adapt swiftly to evolving humanitarian situations, working closely with local and international partners to maximise reach and effectiveness.

Ensure that JOA's emergency funding and support mechanisms align with best practices in humanitarian assistance, maintaining a focus on both immediate relief and long-term recovery.

## Governance and Compliance

Lead the development and implementation of robust governance practices and risk-management protocols, ensuring all initiatives align with regulatory and financial standards.

Liaise with senior government officials and Commissioners to coordinate JOA's strategic priorities, compliance requirements, and financial accountability.

## Financial Oversight

Oversee financial planning, budget management, and disbursement, providing expertise in risk management and responsible allocation of funds.

Advise on budgetary adjustments and financial best practices to ensure efficient resource-deployment and transparency in all JOA initiatives.

## Grant and Project Management

Develop and manage a diverse project pipeline, providing project-selection recommendations to Commissioners based on project viability and alignment with JOA's mission.

Establish rigorous grant management procedures, supporting high-impact project implementation and evaluation, and ensuring resources deliver optimal outcomes.

## Stakeholder Engagement

Build and maintain strong relationships with local and international stakeholders, including NGOs, host governments, donor agencies, and partners, to enhance JOA's global reach and reputation.

Represent JOA in high-level discussions and collaborative initiatives, advocating for Jersey's role in international development.

Maximise philanthropic opportunities by building strategic partnerships with other donor organisations, positioning Jersey as a 'Centre of Philanthropy' and expanding the reach of JOA's mission.

Engage with private and public sector stakeholders to drive collaboration and amplify JOA's impact on global development.

Travel overseas from time to time to visit projects and engage with stakeholders as required.

## People Management

Lead, manage, and professionally develop JOA's team, which includes both employed staff and dedicated volunteers, fostering a collaborative, high-performance culture and ensuring the team has the skills and support needed to achieve organisational goals.

Oversee recruitment, retention, and development efforts, promoting a positive and productive workplace aligned with JOA's mission and values.

## Outreach and Communication

Develop and lead communication strategies to raise public awareness and understanding of JOA's mission and activities within Jersey and internationally.

Oversee an outreach programme to educate and engage Jersey's residents and institutions in development issues and global aid efforts.

## Key Skills & Experience

### International Development and Aid Expertise

Deep knowledge of international development, grant-making, and humanitarian systems, ideally with senior experience in the non-profit, government, or civil society sectors.

Experience in grant management with a track record of overseeing impactful aid projects, managing risk and ensuring adherence to best practices in development assistance.

### Financial and Strategic Oversight

Proven financial management and governance expertise, with the ability to guide strategic financial planning and ensure responsible use of resources.

Skilled in budget development and regulatory compliance, with a strong understanding of financial accountability models in the non-profit sector.

### Transformational Leadership

Demonstrated success in strategic leadership and driving change within complex organisations, fostering a results-oriented, mission-driven culture.

Excellent interpersonal and relationship-building skills, with the ability to lead diverse teams and collaborate with stakeholders across sectors.

### Stakeholder Engagement and Communication

Strong communication and advocacy skills, capable of representing JOA to both local and international audiences, and of fostering strategic partnerships.

Ability to inspire and engage stakeholders with JOA's mission and cultivate a shared vision for impactful development programming.

## Desirable Experience

Familiarity with public funding mechanisms or similar accountability frameworks, and experience working within small, versatile teams.

Knowledge of monitoring and evaluation processes, UN Sustainable Development Goals (SDGs), and other key metrics in global development.



## Terms of Appointment

This is a permanent role based in Jersey, offering a competitive salary and a comprehensive benefits package, including but not limited to pension, private medical insurance, and sick pay.

By joining Jersey Overseas Aid, you will play a pivotal role in a highly regarded, internationally recognised organisation committed to impactful development assistance.

If you bring the strategic vision, leadership, and experience necessary to advance JOA's mission, we welcome your application.

## How to Apply

To apply, please submit a comprehensive CV outlining your qualifications, professional skills, and relevant experience. Include a covering letter of no more than two pages explaining your interest in this position and highlighting the most pertinent aspects of your background.

In your letter, please describe a significant contribution you have made in a strategic leadership role, and explain what you believe you could bring to JOA as Executive Director. Detail how you meet the person specification and how your expertise aligns with JOA's mission and values.

The application should be sent by email to [recruitment@vhr.je](mailto:recruitment@vhr.je).

**The closing date for applications is 8 December 2024.**